

# Chesterfield Health District

## Food Establishment Plan Review Guide

- ✓ NEW FACILITY
- ✓ PRE-EXISTING FACILITY
- ✓ ADDITIONS (INCLUDING EQUIPMENT)

### Food Establishment Plan Review Application Checklist

- \_\_\_\_\_ Complete Application for Health Department (3680)  
(A fee will be assessed for the permit, but will not exceed \$40.00)
  
- \_\_\_\_\_ If New or Renovated facility, complete Plan Review Checklist Packet (PART I & PART II)  
(you must include a plan drawn to scale of food establishment, location of equipment,  
plumbing, electrical services, and mechanical ventilation; equipment list; other information  
as required (3610)  
Provide to the Health Department  
(A fee of \$40.00 will be required for the plan review)  
It must be paid prior to plan review.
  
- \_\_\_\_\_ If existing facility, complete Part II – FOOD SECTION  
Provide to the Health Department prior to opening (3600)
  
- \_\_\_\_\_ Provide Intended Menu to the Health Department (3610)
  
- \_\_\_\_\_ Schedule a Pre-Opening Inspection with the Health Department (3650)  
(10 days prior to turn-key or planned opening)
  
- \_\_\_\_\_ Schedule a Re-Inspection if needed (3650)
  
- \_\_\_\_\_ Opening Approval from Building Official (3660A)  
Provide copy of Certificate of Occupancy to Health Department
  
- \_\_\_\_\_ Opening Approval from Fire Services
  
- \_\_\_\_\_ Commissioner of Revenue
  
- \_\_\_\_\_ Issuance of State Health Permit (Based on compliance with  
Current regulations)

## Requirements for Pre-Opening Facility

\_\_\_\_\_ **Person-in-Charge (PIC) must be certified or able to pass Demonstration of Knowledge Test. (May enroll in class) (0060)**

\_\_\_\_\_ **\$40.00 Plan Review fee must be paid when plans are submitted (if applicable) (3600)**

\_\_\_\_\_ **\$40.00 Annual Food Establishment Permit fee must be paid prior to issuance of health permit (3660)**

\_\_\_\_\_ **All walls, floors, and ceilings must be smooth, non-absorbent, easily cleanable and clean (2810)**

\_\_\_\_\_ **Must provide sanitizer and sanitizing test strips (1700, 1530)**

\_\_\_\_\_ **Must have a dial or digital bi-metallic metal stem thermometer to take internal food temperatures (1180)**

\_\_\_\_\_ **Must have thermometers accurate to +/- 3<sup>0</sup> F. in all refrigeration units And hot holding units (1190)**

\_\_\_\_\_ **Must submit to scale floor plan (can be hand drawn in scale) (3600)**

\_\_\_\_\_ **Must submit anticipated menu (3610)**

\_\_\_\_\_ **Must have enough refrigeration units to accommodate anticipated needs and can maintain a ambient air temperature of 39°F or below. (1450)**

\_\_\_\_\_ **Three compartment sink with drainboards (1460) and/or mechanical warewashing machine with data plate (1330)**

\_\_\_\_\_ **Sufficient number of handwash sinks (e.g. 1 in food prep area and 1 in warewashing area) with signage instructing employees to wash hands (bilingual if needed)(2230)**

\_\_\_\_\_ **All food/non-food contact surfaces must be smooth, non-absorbent, easily cleanable and clean (960, 1060)**

**PART I**  
**Plan Review Checklist Packet**  
**For Food Establishments**

FACILITY NAME \_\_\_\_\_

NAME OF OPERATOR \_\_\_\_\_

STREET ADDRESS OF FACILITY \_\_\_\_\_

CITY/COUNTY \_\_\_\_\_

EMAIL \_\_\_\_\_

AREA CODE PHONE NUMBER \_\_\_\_\_

HOURS OF OPERATION \_\_\_\_\_

(Example Monday thru Saturday 6 Am – 10 Pm)

Please carefully review the areas listed below and place a Y for Yes or a N for No in the second line in the column shown for each specific requirement. If the item does not apply to your facility/operation then place a N/A.

**PLAN REVIEW/INSPECTION:**

(Y) (N)

- \_\_\_ \_\_\_ 1. Was the intended menu provided to the health department (3610)
- \_\_\_ \_\_\_ 2. Was the floor plan, equipment list, and hours of operation provided (3610)
- \_\_\_ \_\_\_ 3. Is there a limited/restricted operation (e.g. heat & serve, RTE foods, greaseless, etc) based on water/sewage/refrigeration/dry storage space/3-compartment sink/ventilation (3610)
- \_\_\_ \_\_\_ 4. Is there a HACCP Plan (not required) 3620

**MANAGEMENT AND PERSONNEL**

(Y) (N)

- \_\_\_ \_\_\_ 1. Is there a Person-In-Charge (PIC) designated to be present at the food establishment during all hours of operation (0050) If yes, provide name(s) \_\_\_\_\_
- \_\_\_ \_\_\_ 2. Has the PIC(s) been through an accredited food safety certification course, such as the Education Foundation of the National Restaurant Associations ServSafe Course (0060)  
If yes, provide a copy of the certificates to the Health Department
- \_\_\_ \_\_\_ 3. Will the owner/operator/PIC provide the basic food safety training to the establishment's personnel (0070)

- 4. Will the owner/operator/PIC send employees to the basic food safety training provided by the health department (0070)
- 5. Are the owner/operator and/or PIC aware of the employee health requirements as identified by the Health Department (0080)
- 6. Is there a written policy to exclude or restrict food employees from the establishment if they are diagnosed with an infectious agent specified in the regulations (0090)

**WATER/SEWAGE/GARBAGE**

(Y) (N)

- 1. Is there an approved water supply (2050)  Public  Well  If not public, provide records on well
- 2. Is there an approved sewage disposal system (2570)  Public  Private  If not public, provide records on sewage
- 3. Are exterior walking & driving surfaces (concrete, asphalt, or gravel) designed to minimize dust and to prevent muddy conditions, & comply with law (2800)
- 4. Are dumpster/grease containers/recyclable storage on an approved surface, sloped to drain (2600)
- 5. Is dumpster area curbed & graded to drain dispose or collect drainage (2980)
- 6. Garbage receptacle covers (inside and out) (2720)
- 7. Drainplug in place if receptacle has drain (2730)
- 8. Grease disposal containers (if deep fat fryer, etc) (2720)

Who picks up grease \_\_\_\_\_

**HANDWASH SINKS/MOP SINK**

(Y) (N)

- 1. If sit down service, customer toilet facilities available without passing through food prep and handling areas (3130); or storage areas (70)
- 2. Are handwash sinks located in dispensing (front service area, beverage station, food prep, dishwashing, (kitchen, bar, etc.) (2280)
- 3. Is soap supply (liquid, powder, and bar) next to handwash sink (3020)
- 4. Is handwash signage available for posting (3045)
- 5. Is a paper towel dispenser, heated hand-drying device, or continuous towel system that supplies clean towel at handwash sinks (3030)

- 6. Is a covered container in the ladies/unisex/handicap restroom (2660)
- 7. Is there handwash sink splashguards to protect food items (610); utensil storage (2000)
- 8. Is there a mop (utility) sink location with hot and cold water (2250) Recommend floor model
- 9. Is there a dump sink in bar/beverage are station if no 3-vat sink (2310)

**FOODSERVICE EQUIPMENT**

(Y) (N)

- 1. Is equipment easily cleanable (food ((960)); durable ((1080)); CIP ((1100)) --- (nonfood Constructed of cleanable materials ((1060)); cleanable design ((1150))
- 2. Floor-mounted equipment 6” off floor (1560) or 4” with maximum 6” access (12x12 footprint); except display shelving/refrigeration in retail store if floor keep clean (readily moveable
- 3. Equipment readily accessible for cleaning (castors, etc) (1100)
- 4. 4” legs on equipment on tables and counters, or sealed in place and cleanable (1560)
- 5. Portable equipment less than 30 lbs.; and /or flexible connections (“Easily moveable” definition) (1100)
- 6. Self-service drink dispenser with extended levers (1230)
- 7. Beverage tubing not in contact with ice (1260)
- 8. Thermometers accurate to +/- 2<sup>0</sup> F in all refrigeration/hot holding units (1320)
- 9. Thermometers in refrigeration located in warmest section of units (1320)

**STORAGE & SERVING FACILITIES**

(Y) (N)

- 1. Is there adequate dry storage; shelving, platforms, etc. for food, single service items, utensils, etc. Soda bag-in-location; soda pump/carbonator 6” off the floor (610)
- 2. Sufficient refrigerator(s), freezer(s), hot holding storage (1450)
- 3. Approved food item shelving 6” off floor (1560)
- 4. Adequate dish rack storage/utensil and pots and pans storage shelving (2000)
- 5. Sneeze guard(s) in customer service area, buffet/salad bar (650)
- 6. Integral cold plate if ice consumed (1260)
- 7. Adequate storage for cleaning supplies (3290) (brooms, mops, & supplies); Cleaning chemicals (poisonous or toxic materials (3340)
- 8. Designated area for employee clothing & personal items (3100)
- 9. Is there a laundry facilities location (1540)

- 10. Laundry facilities provided for work clothes or linen laundered on premises (1490)
- 11. Clean linen storage provided (1540)
- 12. Equipment location not in locker room, toilet facilities, mechanical room, under open stairway (1540)

**THREE (3) COMPARTMENT SINK**

(Y) (N)

- 1. Is three compartment sink large enough to accommodate largest piece of equipment (1460)  
Basin size L \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_
- 2. Are there drainboards (utensil racks or large tables) enough to accommodate all soiled and clean items for holding before cleaning and after sanitizing (1470) (3-compt sink & warewasher) (must allow for air drying after sanitizing)
- 3. Are drainboards self-draining (1390)
- 4. Are there thermometers for warewashing machines (1520) and sanitizer test kit for warewashing machine and/or three compartment sink (1530)  
What type? \_\_\_\_\_ Chlorine \_\_\_\_\_ Quaternary Ammonium \_\_\_\_\_ Iodine
- 5. Recommend drainage shelf above 3-compartment sink, and storage platform for chemicals.

**HOTWATER HEATERS**

(Y) (N)

- Make/model HEATERS CONTINUED \_\_\_\_\_ Tank size \_\_\_\_\_ Gallons  
KW/BTU \_\_\_\_\_ Capacity at \_\_\_\_\_ GPH 100% rise
- Make/model \_\_\_\_\_ Tank size \_\_\_\_\_ Gallons  
KW/BTU \_\_\_\_\_ Capacity at \_\_\_\_\_ GPH 100% rise
- Booster heater KW/BTU \_\_\_\_\_ Capacity \_\_\_\_\_ GPH 100% rise
- Hot water 110°F. minimum at 3 compartment sink (1650)

**MECHANICAL DISHWASHER (WAREWASHING MACHINE)**

(Y) (N)

- Sanitizing type? Chemical \_\_\_\_\_ or Hot water \_\_\_\_\_  
Make/Model \_\_\_\_\_
- Hot water demand \_\_\_\_\_ gallons/hour; Hot water temperature \_\_\_\_\_
- 1. Date plate for operating specifications/instructions (1330)
- 2. Temperature gauge for wash & rinse tanks accurate +/-2°F. (1350)

- \_\_\_ \_\_\_ 3. Final rinse pressure gauge with IPS (iron pipe size) valve (stop cock) (1380)
- \_\_\_ \_\_\_ 4. Is there a rinse pressure gauge (measures final rinse at 15-25 PSI) if hot water sanitizing (1690). Not need for pumped or recirculated sanitize rinse (1380C)
- \_\_\_ \_\_\_ 5. Mechanical dishwasher (hot temp) wash solution ranges 150 – 165<sup>0</sup> F. (1660)
- \_\_\_ \_\_\_ 6. Mechanical dishwasher (chemical) wash solution 120<sup>0</sup>F. (1660)
- \_\_\_ \_\_\_ 7. Sanitize test kit for chemical dishwasher available/O/H (1720)
- \_\_\_ \_\_\_ 8. Automatic detergent feeder (1630)
- \_\_\_ \_\_\_ 9. Sanitizer feeder level indication (1370)
- \_\_\_ \_\_\_ 10. Mechanical ware-washing equipment audible or visual alarm for low sanitizer (1370)

**PLUMBING**

(Y) (N)

- \_\_\_ \_\_\_ 1. Lavatories with hot & cold tempered water (2190) Hot water at least 100<sup>0</sup>F.
- \_\_\_ \_\_\_ 2. Metered faucets with 15 second full flow (no spring loaded snap faucets) (2190)
- \_\_\_ \_\_\_ 3. Mop (utility) sink with hot & cold tempered water (2250)
- \_\_\_ \_\_\_ 4. No cross-connections (2320)
- \_\_\_ \_\_\_ 5. Back-flow devices on all water filter, mop sink, hose faucets (2260); soda tank/pump, etc (2270)
- \_\_\_ \_\_\_ 6. Back-flow devices on frost-proof faucet, etc. (2260)
- \_\_\_ \_\_\_ 7. Air gap/air-break on equipment drains (ice bins, prep sink, steam table, dipper well) (2520)
- \_\_\_ \_\_\_ 8. Floor drains (where needed – dishwashing, mop sink, can wash areas)
- \_\_\_ \_\_\_ 9. Grease trap area easily accessible for cleaning (2530) Look at menu
- \_\_\_ \_\_\_ 10. No exposed overhead drainage lines over food areas (620)
- \_\_\_ \_\_\_ 11. Utility, service & conduit lines installed to allow cleaning of floor (2820)
- \_\_\_ \_\_\_ 12. No horizontal utility lines, pipes unnecessarily exposed on wall or ceiling (2820)
- \_\_\_ \_\_\_ 13. Floor drains for wet area (2830) (dishwashing area & if power spraying used)
- \_\_\_ \_\_\_ 14. Condensate drainage approved (2580)

## VENTILATION

(Y) (N)

- 1. Sufficient ventilation to remove grease, smoke, heat, steam, & odor (see menu) (1480)
- 2. Exhaust hood materials (stainless steel, galvanized, etc.) (1060 materials)
- 3. Exhaust hood system design/drip prevention/locations (1210)  
Make/Model
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
- 4. Grease collection cup; cleanable, accessible design, copy of specs\_ (1210)
- 5. Removable filter design (1170)
- 6. Minimum clearance overhead (overhang) from equipment
- 7. If hot water sanitizing dishwasher, sufficient ventilation (exhaust hood?) (1480)
- 8. Toilet room(s) ventilated if needed (vapors, obnoxious odors, etc) (3090)
- 9. Clothes dryer vented to outside (excessive heat, steam, condensation) (3090)

## FLOORS, WALLS, CEILINGS

(Y) (N)

- 1. Walls finish easily cleanable, smooth, non-absorbent, durable (2810);  
No exposed studs, joints in area subject to moisture (2880)
- 2. Gaps around door/window frames sealed at walls & floors (2810)
- 3. Wall mounted equipment sealed at walls – mop rack, coat rack, hose reel, etc (2810)
- 4. Floor covering easily cleanable, smooth, durable – mop room, dry storage, walk-in (2810)
- 5. Floor and wall junctures, coved and closed to no larger than 1/32 inch (2830A)
- 6. If water flushed floors, floor and wall junctures coved and sealed (2830B)
- 7. Cinder block walls finished & sealed (2790)
- 8. Ceilings easily cleanable, smooth, durable, non-absorbent (to include restrooms) (2790, 2830); no exposed rafters in areas subject to moisture (2880)
- 9. Wall splash guards in wet areas – exhaust hood, mop sink, 3-comp sink, dishwasher (2810)
- 10. Splash area behind bar sink/equipment: caps caulked, vanish/polyurethane wood/particleboard (non-absorbent 1060; easily cleanable 1150)
- 11. Seal gaps/floor/cove areas around floor sinks/drains under cabinets/equipment (2810)
- 12. Self-closures on non-emergency only exit doors (2930); restroom doors (2810)

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- \_\_\_ \_\_\_ 13. Screening for doors, windows, louvers, vents, 1/16" or less (2930)
- \_\_\_ \_\_\_ 14. Building vermin proof (exit door sweeps/thresholds) (2940)
- \_\_\_ \_\_\_ 15. Sealed openings around pipes, conduits, etc. through exterior walls (2940)

**LIGHTING**

(Y) (N)

- \_\_\_ \_\_\_ 1. 50 Foot candles (FC) in food prep area, bar, beverage service islands (3080)
- \_\_\_ \_\_\_ 2. 20 FC in buffet/salad bar, dishwashing, inside reach-in(s) & under-counter refrigeration equipment, utensil storage, & toilet rooms (3080)
- \_\_\_ \_\_\_ 3. 10 FC in walk-in, dry storage, dining & all other areas (3080)
- \_\_\_ \_\_\_ 4. Shielded (covered) light fixture in bar, front service counter, food prep, food & utensil storage, display areas, liquor storage, service islands (2890)

**POISONOUS OR TOXIC MATERIALS**

(Y) (N)

- \_\_\_ \_\_\_ 1. Is a separate area away from food, equipment, utensils, linens, single-service and single-use articles established for storage of poisonous or toxic materials (3340)
- \_\_\_ \_\_\_ 2. Are only those poisonous or toxic chemicals that required for the operation and maintenance of the facility, such as for cleaning and sanitizing equipment and utensils, floor cleaner, etc (3350)
- \_\_\_ \_\_\_ 3. Are all chemicals that are stored in original containers properly identified (3320)
- \_\_\_ \_\_\_ 4. Do you have a pest control official/company contract for control of insects and rodents (3350) If yes, what is the name of the company \_\_\_\_\_  
*(ONLY AN VDACS CERTIFIED PERSON CAN APPLY PESTICIDES INSIDE A FOOD ESTABLISHMENT)*
- \_\_\_ \_\_\_ 5. Will you be using drying agents in conjunction with sanitization (3410)  
 If yes, what is the name of the product to be used \_\_\_\_\_
- \_\_\_ \_\_\_ 6. Will you be using lubricants on food contact surfaces (such as on bearings and gears, etc.(3420) If yes, what is the name of the product to be used \_\_\_\_\_
- \_\_\_ \_\_\_ 7. Are medicines to be stored in facility (restriction and storage) (3460)
- \_\_\_ \_\_\_ 8. First aid supplies, storage (3480)



\_\_\_ \_\_\_ 8. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with Cooked/ready-to-eat (RTE) foods (0470)

If yes, how will cross-contamination be prevented

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\_\_\_ \_\_\_ 9. Does each refrigerator/freezer have a thermometer that is located in the warmest part of the Unit (1190, 1320); How many refrigerators \_\_\_\_\_ How many freezers \_\_\_\_\_

\_\_\_ \_\_\_ 10. Is there a bulk ice machine available (1780)

\_\_\_ \_\_\_ 11. Is there beverage dispensing equipment (1780)

\_\_\_ \_\_\_ 12. Is there a bulk milk dispenser (1750)

\_\_\_ \_\_\_ 13. Will potentially hazardous foods (PHF's) be thawed, If yes how (790)

(you may select more than one way, but remember thick frozen foods (more than 1" thick) take much longer than thin frozen foods)

\_\_\_ Refrigeration at 41<sup>0</sup> F. or below (requires planning)

\_\_\_ Completely submerged under running water at 70<sup>0</sup> F. or below with sufficient water velocity to agitate and float particles in the overflow, and for a period of time that does not allow thawed portions to rise above 41<sup>0</sup> F.

\_\_\_ As part of a cooking process from a frozen state

\_\_\_ In a microwave oven (as part of the cooking process)

\_\_\_ Using any procedure if a portion of a frozen RTE is thawed and prepared for immediate service to an individual consumer.

\_\_\_ \_\_\_ 14. Are you aware that minimum internal cooking temperatures are required for all raw animals foods and reheated ready-to-eat PHF's that will be hot held (0700 & 0710).

All poultry (chicken, turkey, duck) 165<sup>0</sup> F. for 15 seconds or longer

All stuffing & stuffed meats 165<sup>0</sup> F. for 15 seconds or longer

All combined dishes (casseroles, etc.) that have PHF's 165<sup>0</sup> F. for 15 seconds or longer

All PHF's that are microwave cooked 165<sup>0</sup> F. for 15 seconds or longer

All ground meats (ground beef, pork, fish, etc.) 155<sup>0</sup> F. for 15 seconds or longer

All injected meats (Brined ham, flavor injected, etc.) 155<sup>0</sup> F. for 15 seconds or longer

All pork, beef veal, and lamb 145<sup>0</sup> F. for 15 seconds or longer

All fish (salmon, halibut, tuna, etc.) 145<sup>0</sup> F. for 15 seconds or longer

All shell eggs (eggs overeasy, scrambled, etc. for

Immediate service to customer 155<sup>0</sup> F. for 15 seconds or longer

Shell eggs (usually scrambled) for hot holding 145° F. for 15 seconds or longer

Fruits and vegetables cooked to be hot held 135° F. for 15 seconds or longer

- \_\_\_ \_\_\_ 15. Will hot foods be hot held in a warming cabinet or steam line (0820)
- \_\_\_ \_\_\_ 16. Will cold foods be cold held in a cooling cabinet or on a cold bar (0820)
- \_\_\_ \_\_\_ 17. Will any PHF's be cooled down after cooked for later storage in a refrigerator or freezer (0800) If yes, all PHF's shall be cooled from 135° F. to 70° F. in 2 hours or less and from 70° to 41° F. in 4 hours or less. Temperatures must be taken to ensure proper cooling
- \_\_\_ \_\_\_ 18. What method will you use to cool foods down (0810) (check all that will apply)
- \_\_\_ Shallow pans (2" or less)
- \_\_\_ Ice baths (where i.e. prep sink, 3 comp sink, etc.) \_\_\_\_\_
- \_\_\_ Ice paddles (wands)
- \_\_\_ Reduce in volume or size
- \_\_\_ Other method (explain) \_\_\_\_\_
- \_\_\_ \_\_\_ 18. Will refrigerated ready-to-eat, potentially hazardous food be prepared in your Establishment and held refrigerated for more than 24 hours (0830)
- If yes, all must be date marked with the use-by date (7 days from day prepared)
- Includes RTE PHFs moved from freezer to refrigerator
- \_\_\_ \_\_\_ 19. Will refrigerated ready-to-eat, potentially hazardous food prepared in a food processing Plant be held in your establishment refrigerated for more than 24 hours (0830)
- (If yes, all must be date marked with the use-by date (7 days from opening package/container
- \_\_\_ \_\_\_ 20. Will you be using Time as a public health control in accordance with the regulation (0850)
- \_\_\_ \_\_\_ 21. Will produce (fruits and/or vegetables) be washed on-site prior to use (0510)
- If yes what location \_\_\_\_\_
- \_\_\_ \_\_\_ 22. Are your preparation procedures for potentially hazardous food designed to minimize the time that they are in the temperature danger zone (TDZ = 41° F – 135° F.) (0470 & 0820)
- \_\_\_ \_\_\_ 23. Will any food be catered (0820)
- If yes, what type of containers will food be transferred in, and what type of vehicle
- \_\_\_\_\_
- \_\_\_ \_\_\_ 24. Do you have temperature charts to record temperatures for cooking, cooling, reheating, and holding of PHFs. If no, ask the health department to provide you samples.